

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR01312708**

DATE POSTED: 10/24/16

POSITION NO: 241819

CLOSING DATE: 11/04/16

POSITION TITLE: **Senior Office Specialist**

DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Department / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB60A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 28,600.00 PER ANNUM

SEASONAL: ☐ DURATION :            \$ 13.75 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Incumbent will handle all administrative support services for the Navajo Land Department. Assists in acquiring the collection of information from various sources; composes, types, and edits correspondence, reports, forms and documents; enters and verifies data in the Navajo Nation System; maintains electronic copies and hard copy files; maintains control of records of information received, assigned or dispersed; answers phone calls, routes calls to appropriate staff and takes messages; schedules appointments and meetings; makes travel/lodging arrangements; completes travel documents and reports. Daily duties/tasks will include receptionist duties including scanning incoming project packages and processing packages through the Executive 164 Review process and ensure quality control is completed by peer review prior to uploading documents into the Navajo Nation System. Greets and directs visitors as appropriate, receives, date stamps, logs-in, sorts and distributes all incoming/outgoing mail; makes copies, facsimiles and transcribes minutes of meetings, monitors, orders and maintains office supplies, inventory and equipment; complies reports. Monitors expenditures and compiles expenditure reports, processes employee and office forms; maintains documents such as ledgers, personnel records, budget data and financial records, adheres to applicable Navajo Nation policies and procedures and monitors and checks for accuracy; arranges conferences, prepares TA's and obtains appropriate signatures (including the 164 process) and run errands as needed. Call applicants to check on statuses of their project packages with updates and inform them of missing or incomplete documents that need to be submitted.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Secretarial Science, Business or related field; and two (2) years responsible office experience.

**Special Requirements:**

- Possess a valid state driver's License.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge in applicable policies, practices and procedures related to work assignment; knowledge of clerical/office support practices and procedures; knowledge of a variety of computer software, word processing and database applications. Skill in preparing a variety of word processing, database and spreadsheet applications; skill in performing a variety of clerical functions at a technical or secretarial support level in an office; skill in organizing work efficiently and exercising independent judgement in making appropriate decisions concerning work methods; skill in effective oral and written communication, skill in maintain filing, storing, scanning records, skill in operating office equipment; skill in written and oral instructions; skill in English composition, grammar, and punctuation; skill and establishing and maintain a positive effective working relationships with colleagues and Superiors.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**